

FINGERPRINING INSTRUCTIONS For COLUMBIA PUBLIC SCHOOLS

1. Register for your FBI fingerprint clearance at www.mchs.mo.gov (Click on "Click here to Register with the Fingerprint Portal").

Click on "Click here to Register with MACHS".

Please enter CPS 4 digit Registration Number:

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- Vu@ u h \ 7o ° k# : ' Is this search being conducted for a position as a
volunteer?' . . ' V

Enter your Contact information You will need to use the exact name on your identification You cannot use nicknames in the required field Then click on "Register"

Look over your Registration Summary, then click on "Complete Registration"

Read the Noncriminal Justice Rights and then click on "Complete Registration"

Confirm the person being fingerprint by clicking on "Connect"

Click on "For Digital Fingerprinting Services (Live Scan)"

Enter your zip code to determine the fingerprinting location

Either click on "Schedule" appointment or click on "Walk In" (top of page)